

### Small Business Services

1100 North Eastern Avenue  
Los Angeles, CA 90063

**For more information call:**

**(844) 432-4900**

Inside Los Angeles County

**(323) 881-3964**

Outside the County

**Visit us online:**

[dcba.lacounty.gov](http://dcba.lacounty.gov)

**Twitter:** @LACoSmallBiz

**Facebook:** LACountyDCBA

**COUNTY OF LOS ANGELES  
BOARD OF SUPERVISORS**

Hilda L. Solis, First District  
Mark Ridley-Thomas, Second District  
Sheila Kuehl, Third District  
Don Knabe, Fourth District  
Michael D. Antonovich, Fifth District

**DEPARTMENT OF CONSUMER  
AND BUSINESS AFFAIRS**

Brian J. Stiger, Director



COUNTY OF LOS ANGELES  
DEPARTMENT OF CONSUMER  
AND BUSINESS AFFAIRS  
1100 North Eastern Avenue  
Los Angeles, CA 90063

COUNTY OF LOS ANGELES  
**DEPARTMENT OF  
CONSUMER AND  
BUSINESS AFFAIRS**



# Small Business Concierge

Helping you open  
your small business

Small Business Services

## What is the Small Business Concierge?

The Small Business Concierge is a service offered by the Los Angeles County Department of Consumer and Business Affairs that assists prospective business owners to successfully open small businesses in the unincorporated areas of the County.

The Concierge:

- Acts as a single point of contact providing input during the complex process of opening a business in Los Angeles County
- Provides counseling services to prospective small business owners

## What can the Small Business Concierge do for me?

- Provide individualized assistance in opening your small business
- Connect you with educational programs for small businesses and entrepreneurs
- Offer guidance on the Small Business development process

For more information, email [concierge@dcba.lacounty.gov](mailto:concierge@dcba.lacounty.gov), call (855) 230-6430, or visit us online at: [dcba.lacounty.gov](http://dcba.lacounty.gov)

## In what areas can the Small Business Concierge provide counseling?

- The steps necessary to open a small business
- Legal structures and requirements
- Basic business development
  - Developing business plans
  - Researching and choosing business names
  - Tax ID number
  - How to find funding
  - Retaining a labor force
- Los Angeles County licensing and permitting

## Let us help you start your small business

DCBA's Small Business Concierge can counsel you on creating a business plan, provide information on educational and training opportunities, provide you with information on business structures, and advise you on the licenses and permits needed for your business.

To request assistance from the Small Business Concierge, complete our online form at: [https://iddweb.isd.lacounty.gov/DCA\\_eComplaint/Concierge/](https://iddweb.isd.lacounty.gov/DCA_eComplaint/Concierge/)

## EIGHT STEPS FOR STARTING YOUR SMALL BUSINESS



1. Create a Business Plan
2. Choose a Location
3. Choose and Register Your Business Name
4. Choose a Legal Structure
5. Find Financing
6. Obtain a Tax Identification Number
7. Obtain Necessary Business Licenses and Permits
8. Hire employees